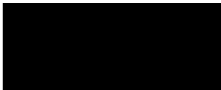


STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : C/CSPD

DATE: 18 Nov 63

FROM :  25X1A9a

SUBJECT: Suggested topics for supervisory training program.

1. Fitness Report program
 - Importance of uniform rating standards
 - Procedure for handling Weak ratings
2. Agency separation program
 - Importance of supervisor's role in this
3. Employee counselling - basic principles